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ADM-10.5

DD/S&T-074-67

26 JAN 1967

MEMORANDUM FOR: Executive Officer, DD/S&T
SUBJECT : Recommendations for Initial Displays in DD/S&T Information Center

1. Attached are examples of menu board and graphic presentations which are our recommendations for the type of initial display of information in our new Information Center.
2. The rationale for going ahead with this basic approach is to achieve quickly and inexpensively an accumulation of data of value to the DD, various DD/S&T Staff elements, and almost certainly of some value to the Offices. As one good example, it will provide basic management data assembled in one place as a facilitating backdrop for the DD's weekly staff meetings with Office Directors as well as for the weekly EO meetings, in addition to its obvious value for briefing purposes.
3. A detailed look at the whole management information question may lead to different conclusions and provide justification for the necessary -- and larger -- funds required for a full-blown management information center. A detailed management data study will require a very significant length of time to do, however, and the attachments represent a proposal to get into business soon and at low cost. Further -- and importantly -- going ahead with this initial simplified proposal will not hamper whatever changes are made in the Center in the future.
4. We feel that most of the data could initially be displayed by menu boards or graphic presentations. The examples attached are by no means exhaustive; more sophisticated data like milestones, etc., would be included as the data becomes available.
5. I assume the Center will be maintained by the Management Information Officer, but it is obvious he will need support and assistance from other Staff elements and the Offices to keep the data up to date. If OSP's Center is a

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criterion, there may eventually be a need for a person working in the Center full time depending on the depth and complexity of the data eventually decided upon.

6. To summarize, I recommend:

a. The Information Center be implemented around the attachments, either by menu boards or graphics or a combination of the two. This would result in a reasonably quick, economical, and useful beginning to what will emerge downstream as a fully-studied MIS.

b. The Center be placed under the cognizance of the Comptroller, DD/S&T and be maintained by the Management Information Officer with other Staff support as needed. Security and logistics support and advice will be required from the start, as the room may need to be vaulted (two of its present four doors will probably have to be bolted shut). There will be need for curtains or some other form of cover-up of displayed info., etc.



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Attachments
a/s

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